

FOR



Alaska State
Commission for
Human Rights
Legal Intern
Guidebook

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Office Information

The Workplace

Mailing address – 800 A Street, Suite 204,
Anchorage, Alaska, 99501

Telephone number – (907) 276-7474

Office keys – The doors to the offices at the Alaska State Commission for Human Rights are electronic and utilize a keypad. You will receive the code upon your arrival. All doors are kept locked at all times except for the main reception area, Suite 204.

About ASCHR

People to Know

- Executive Director Robert Corbisier
- Investigations Director Nanette Gay
- Human Rights Advocate Helen T. Hickmon
- Administrative Officer Toyia Del Valle

The Commission Website

The Commission maintains a public website with information about the commission’s purpose, goals, and sections along with contact information. Employment opportunities at the commission, public notices, and published Commission opinions are also posted to this site:
www.humanrights.alaska.gov.

Organization and Authority of the Executive Director

Organizational Charts

The Alaska State Commission for Human Rights is a quasi-judicial, independent state agency. The Commission is administratively a unit of the Governor’s Office, but the employees report to the Commission itself rather than the Governor. It is divided into two units: Investigations, and Hearing.

Investigations Unit

The Investigations Unit accepts complaints of discrimination from persons alleging violations of the Alaska Human Rights Act, conducts resolution conferences, and investigates complaints in a fair and impartial manner.

Hearing Unit

If an investigation supports a finding of substantial evidence to believe discrimination occurred, the Hearing Unit will attempt conciliation. The Hearing Unit represents ASCHR during administrative hearings should conciliation efforts fail. The Hearing Unit ensures that Commission policy goals are met and that the Complainant is made whole in the event of suffering a financial loss because of the discrimination.

Authority and Duties of the Executive Director

The Executive Director is appointed by the Commission, subject to approval by the Governor. The Commissioners, who are unpaid volunteers appointed by the Governor and confirmed by the Alaska Legislature, delegate their authority to manage the Commission’s day-to-day functions to the Executive Director. The Commission may not delegate its authority to appoint an Administrative Law Judge to hear a case, and its authority to issue an order after a hearing. The Commission may not review the Executive Director’s decision to refer a complaint to hearing. The Commission exercises general oversight and sets policy directions for the Executive Director to follow and implement.

Your Internship with ASCHR

What to Expect Daily

As an intern at ASCHR you will gain experience with civil rights law, as well as have opportunities to educate the public of their rights under AS 18.80 and help eradicate discrimination in Alaska.

Interns are staffed within the Hearing Unit where you will be involved predominantly in reviewing and conciliating substantial evidence cases; a small amount of these cases will go to a Public Hearing. For a look at hearings in process with ASCHR see: <https://humanrights.alaska.gov/public-hearing-cases/accusations/>

A typical day would consist of helping with legal research, reviewing investigative files, negotiating cases, ensuring compliance with conciliation agreements, preparing for public hearings at the Office of Administrative Hearings, and assisting legal staff in the Hearing Unit, including the Executive Director.

Over the Course of your Internship

The Commission attends outreach events during the year. These events can be a great opportunity to get involved with the community and educate the public about what ASCHR does, what our jurisdiction is and how to file a complaint. In the past year we attended the Alaska State Fair, the Alaskan Federation of Natives convention —the largest representative annual gathering in the United States of Native peoples, along with various other community events.

The Commission also attends training events and workshops with businesses, and various state agencies to promote understanding of the Alaska Human Rights law.

Professional Responsibilities of Interns

As an aspiring attorney, one goal for this summer should be that you further develop the habits and behaviors of a professional. To that end, we have several expectations for our summer interns:

1. **Work Ethic.** Our mission is to provide excellent legal services to represent the public interest. We do not expect our interns to have the legal skills of a lawyer, but we do expect them to have a professional attitude about the work. This means that you give the work your best effort, you confer with other professionals to share ideas and check your judgment, and you complete your projects on time.
2. **Confidentiality.** As a professional, you must protect confidential information. This includes not only information obtained during the investigation, but also any other information about the case or party that does not appear in court filings or has not been publicly reported.
3. **Punctuality.** You should come to work on time, work a full day, and clear any deviations from this general rule with your supervisor in advance. Once you have made a commitment to do so, you should come to meetings and events and arrive on time.
4. **Communication.** Words are powerful tools, so use them thoughtfully. You should try to develop and maintain good working relationships with good communication. Let your primary supervisor know if you have too much work or not enough. Keep the attorneys who supervise your various projects informed about the status of the work: seek guidance when you need it and let them know if you are encountering problems, have concerns, want to brainstorm, have made breakthroughs, or have discovered new issues that you think might warrant further consideration.

Also think about the way you present yourself by the words you choose. Be respectful with your words, whether written or spoken, in addressing other interns, staff, attorneys, clients, and the public.

Confidentiality of Work

In performing their duties, interns have access to a considerable amount of confidential information. Interns must maintain the confidentiality of that information. Statutory protections and ethical walls may prohibit interns from exchanging information even with each other. Interns should assume that all information that is not publicly available on a website or published is confidential, unless otherwise instructed by an attorney. Requests for information or records should be referred to an attorney.

There are many bases for confidentiality. Much of an attorney's work must be kept confidential under the attorney work-product privilege and AS 18.80.115.

Attorneys are subject to the Rules of Professional Conduct, including Rule 1.6 (Confidentiality of Information) and Rule 5.3 (Responsibilities Regarding Nonlawyer Assistants). The work of a government attorney may also be subject to a deliberative process privilege and some information may be protected by statute or regulation, such as certain information concerning state employees, families and children, and entities that do business with the state. Information contained in records that are not protected by a specific privilege or statute may still be excluded from disclosure by a balancing-of-interests test that derives from the privacy clause of the Alaska Constitution and common law. *See, e.g., Municipality of Anchorage v. Anchorage Daily News*, 794 P.2d 584, 590 (Alaska 1990); 1986 Op. Att'y Gen. No 661-86 0553, 1986 WL 81178, at *7-*8 (Alaska A.G., July 17).

The manner in which information is disclosed may also be constrained by the Rules of Civil Procedure, statute, or regulation. For example, AS 40.25.122 limits the manner in which public records are disclosed when a matter is in judicial or administrative litigation. (Other information concerning the Public Records Act, AS 40.25, is addressed in Section VII, Public Records, of this document.) In particular, AS 18.80.115 requires the Commission to keep its investigation records confidential.

Each area of practice has its own specific confidentiality and disclosure requirements. Interns must check on those requirements before disclosing any information or records.

Some statutes governing specific types of confidentiality provide that willful violations of their provisions are punishable by fines or imprisonment or both (e.g., AS 43.05.230(f)). An important law that can impose liability on individuals and the Commission is the Alaska Personal Information Protection Act (APIPA), AS 45.48.010 et seq., which protects an individual's social security number from use or disclosure and protects other types of personal information. A description of APIPA can be found at: www.law.alaska.gov/department/civil/consumer/4548.html.

State of Alaska Policies

Administrative Order 75 - EEO Policy

Stephane will you also please verify these are the most current policy versions?



BILL SHEFFIELD
GOVERNOR

STATE OF ALASKA
OFFICE OF THE GOVERNOR

April 7, 1983

JUNEAU ADMINISTRATIVE ORDER NO. 75

It is the policy of the Executive Branch of Alaska State Government that all employees and applicants for employment shall be afforded equal opportunity in all aspects of personnel management. To insure equal opportunity there shall be no unlawful discriminatory treatment concerning any individual or group because of race, religion, color, or national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood.

By virtue of the authority vested in me as Governor, I hereby direct that this order be implemented in accordance with the attached Procedures for Implementing Administrative Order No. 75.

This Order takes effect on April 8, 1983.

DATED at Juneau, Alaska, this 7th day of April, 1983.

S/S Bill Sheffield Bill
Sheffield
Governor of the State of Alaska



BILL SHEFFIELD
GOVERNOR

STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

October 25, 1984

ADMINISTRATIVE ORDER NO. 81

In furtherance of the State of Alaska's commitment to human rights and equal employment opportunity, I, Bill Sheffield, Governor of the State of Alaska, under the authority granted by Article III of the Alaska Constitution and by Alaska Statute 44.17.060, hereby order the following as the policy and guidelines for the Executive Branch of Alaska State Government on discriminatory harassment and more specifically on sexual harassment. This Order amends and supplements Administrative Order No.75, the general policy on equal employment opportunity.

1. STATEMENT OF POLICY

1.1 The Executive Branch of the State of Alaska, as an employer, will not tolerate, condone or permit any kind of harassment of employees or applicants for employment on the basis of their sex, color, race, religion, national origin, age, handicap, marital status, changes in marital status, pregnancy or parenthood. Such harassment is in direct violation of Federal and State law and is inconsistent with the State's policy on equal employment opportunity.

1.2 Persons who knowingly engage in or instigate such harassment will be subject to disciplinary actions which may lead to suspension and discharge. Additionally, managers and supervisors who knowingly permit harassment activity to occur without further action will be subject to disciplinary action. Where such prohibited activity is perpetrated by a non-employee, the State will take available and appropriate disciplinary action which may include, by way of example, loss of contract.

2. GENERAL PROVISIONS

2.1 Scope: The policy and guidelines herein apply to all agencies, employees and applicants for employment within the Executive Branch of Alaska State Government.

2.2 Frivolous or Malicious Accusations: Persons making frivolous or malicious accusations of harassment may be subjected to disciplinary actions.

2.3 Management Activities: This Order is not intended to restrict bonafide activities such as reprimands, disciplinary actions and employee performance evaluations which are clearly within the scope of a supervisor's duties and responsibilities, and which serve a legitimate management purpose.

3. DEFINITIONS

3.1 Harassment: Unwanted communication and/or conduct by a supervisor, co-worker or non-employee in the workplace which adversely affects the employment relationship or working environment for the employee or applicant for employment and is based on the sex, race, religion, national origin, age, handicap, marital status, changes in marital status, pregnancy or parenthood of that individual. Harassment may include slurs, abusive language, threats, derogatory comments, unwelcome jokes, teasing and other such verbal or physical conduct.

3.2 Sexual harassment: Addressed and defined by the U.S. Equal Employment Opportunity Commission in the Federal Guidelines on Discrimination Because of Sex published on November 10, 1980, and codified as 29 CFR Section 1604.11, sexual harassment is defined as follows:

- “(a) Harassment on the basis of sex is violation of Sec. 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when
- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.”

GUIDELINES FOR THE IMPLEMENTATION OF POLICY

Responsibility for implementation:

Overall responsibility for the administration of this order is delegated to the Director of the Division of Equal Employment Opportunity.

All agency heads, managers and supervisors within the Executive Branch of State Government are responsible for taking immediate and appropriate corrective action where they have any knowledge of such prohibited practices. Such corrective actions should be taken only after consultation with the State Division of Equal Employment Opportunity.

4.2. Complaints:

Employees believing they have been subjected to harassment should contact their department or agency’s Equal Employment Opportunity Representative or the State Division of Equal Employment Opportunity.

A complaint may be formally filed on the “Complaint of Discrimination Form” available through agency personnel offices and the State Division of Equal Employment Opportunity.

The Division of Equal Employment Opportunity shall develop the appropriate administrative process to resolve harassment complaints.

Any form of retaliation, reprisal or adverse action taken against an employee for complaining about, reporting, or cooperating in the investigation of such harassment is prohibited and will be dealt with severely. Such disciplinary action may include suspension and dismissal.

4.3 Dissemination of Policy:

The policy is to be posted in the form provided in Appendix A of this order on all bulletin boards and at every facility and office within each department.

It will be the responsibility of each agency head to ensure that copies of this policy are disseminated to all supervisory staff and that copies of this policy are included in all agency policy manuals and employee handbooks.

This Order takes effect October 25, 1984. Dated at

Anchorage, Alaska October 25

S/S Bill Sheffield
Bill Sheffield
Governor of the State of Alaska



WALTER J. HICKEL
GOVERNOR

STATE OF ALASKA
OFFICE OF THE GOVERNOR

April 22, 1992

JUNEAU

ADMINISTRATIVE ORDER NO. 129

In 1990 the President of the United States signed into law the Americans with Disabilities Act (42 U.S.C. Sec. 12101 et seq.) mandating the elimination of discrimination against individuals with disabilities and requiring state and local governments, among other affected entities, to begin complying with the Act in 1992.

It has also been the policy of the State of Alaska, as expressed in the Alaska Human Rights Act (AS 18.80) and reflected in a number of other statutes, including

- *AS 11.76.130 (making it a crime to interfere with persons with disabilities)
- *AS 09.20.010 (permitting disabled people to serve as jurors)
- *AS 35.10.015 (regarding accessibility of public buildings),
- *AS 36.30.040(b)(16) (requiring procurement regulations to prohibit discrimination),

- *AS 39.25.150(21) (requiring the personnel rules to grant employment preference in state service to severely handicapped persons),

- *AS 44.21.500 -.509 (establishing a mechanism for dealing with complaints of employment discrimination in state government), and
- *AS 47.80 (governing programs for people with disabilities)

to eliminate and prevent discrimination because of physical or mental disability in employment, in credit and financing practices, in places of public accommodation, in the sale, lease, or rental of real property, and in government policies, practices, and services. In addition AS 18.80.200(b) makes it the policy of the state to encourage and enable physically and mentally disabled persons to participate fully in the social and economic life of the state and to engage in remunerative employment.

Therefore, in furtherance of the State of Alaska's long standing commitment to human rights and equal opportunity for people with disabilities and to ensure compliance with title I and title II of the Americans with Disabilities Act of 1990, I, Walter J. Hickel, Governor of the State of Alaska, under the authority granted by article III, section 1, of the Alaska Constitution and by AS 44.17.060, hereby order the following as the policy of the executive branch of state government for the provision of services to and employment of people with disabilities and establish the Americans with Disabilities Act compliance program for the executive branch of Alaska state government.

AMERICANS WITH DISABILITIES ACT COMPLIANCE PROGRAM

Section

I. Purpose

II. Policy

III. Supplement to Earlier Orders

IV. Roles and Responsibilities

V. Department Compliance Programs

VI. Technical Guidance and Assistance

VII. Training

VIII. Annual ADA Compliance Program Audit Report

X. Policy Dissemination

XI. Recordkeeping

XII. Definitions

XIII. Effective Date

I. PURPOSE:

It is the purpose of this order and the Americans with Disabilities Act compliance program:

A. To prevent and eliminate discrimination against individuals with disabilities in employment and public services within state government;

B. To establish policies, guidelines and procedures for state agencies to follow to ensure compliance with title I and title II of the Americans with Disabilities Act of 1990, as amended, and their implementing regulations.

II. POLICY:

It is the policy of the state that:

A. No qualified individual with a disability shall be excluded, by reason of such disability, from participation in or be denied the benefits of the services, programs, or activities of a state agency, or be subjected to discrimination by any such agency.

B. No agency shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and any other term, condition, and privilege of employment.

C. Each agency shall operate each of its services, programs, and activities so that a service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

III. SUPPLEMENT TO EARLIER ORDERS:

This order supplements Administrative Order No. 18, dated November 22, 1972; Administrative Order No. 59, dated June 20, 1980; Administrative Order No. 75, dated April 8, 1983; Administrative Order No.

76, dated May 23, 1983; Administrative Order No. 81, dated October 25, 1984; Administrative Order

No. 86, dated March 4, 1986; Administrative Order No. 93, dated March 4, 1987; and Administrative Order No. 109, dated May 13, 1988, by setting the controlling policies in regard to disability issues.

IV. ROLES AND RESPONSIBILITIES:

A. The Office of the Governor will retain overall responsibility for the coordination of the state's efforts to comply with and carry out its responsibilities under this order and the Americans with Disabilities Act. The governor shall appoint an official from within the state to serve as the State ADA Coordinator and make available to the public and state agencies the name, title, office address, and telephone number of the selected official.

B. The State ADA Coordinator will:

(1) Coordinate and direct the activities of agencies under this order and the efforts of state agencies to comply with title I and title II of the the Americans with Disabilities Act;

(2) Serve as the state’s primary contact and liaison with the public and agencies on compliance issues regarding the Americans With Disabilities Act and the state’s ADA compliance program;

(3) Ensure compliance with the order;

(4) Communicate to the public and interested individuals information regarding the ADA compliance program and the names, office addresses, and telephone numbers of agency ADA coordinators appointed under this order;

(5) Convene and facilitate meetings of the ADA taskforce assigned in this order with interdepartmental responsibilities for providing technical guidance and assistance;

(6) Serve as the primary point of service for and the overall coordinator of the state’s responses to all complaints filed against state agencies with federal and state compliance agencies under the title II compliance procedures (28 C.F.R. 35.170) where the allegations are that the state discriminated in its services, policies, or practices, or failed to comply with the Americans with Disabilities Act.

C. Each commissioner is responsible for ensuring the effective implementation of this order within her or his department and ensuring compliance with the Americans with Disabilities Act. Each commissioner shall designate an official within the department to serve as the Department ADA Coordinator and the overall administrator of the department’s ADA compliance program. Each commissioner shall make available to the public, the State ADA Coordinator, and department employees the name, title, office address and telephone number of the selected official. The Department ADA Coordinator shall receive guidance and direction from the department commissioner and the State ADA Coordinator on matters dealing with the Americans with Disabilities Act and is responsible for assuring timely and adequate requests for appropriations to implement the department’s ADA compliance program.

D. The Department ADA Coordinator will:

(1) Coordinate the department’s efforts to comply with and carry out its responsibilities under title I and title II of the Americans with Disabilities Act;

(2) Serve as the department’s primary liaison between the department, the public, and other agencies on issues with the Americans with Disabilities Act and this order;

(3) Supervise the preparation and drafting of the department’s title II self-evaluation required under 28 C.F.R. 35.105 and any transition plans developed under 28 C.F.R. 35.150;

(4) Maintain the department’s self-evaluation on file and make it available for public inspection as required by 28 C.F.R. 35.105 and the State ADA Compliance Program;

(5) Supervise the department’s title II complaint procedure, as required by 28 C.F.R. 35.107, and ensure that, for any complaint communicated to the department alleging noncompliance with the Americans with Disabilities Act or alleging any actions that would be prohibited by the Act or its implementing regulations, an investigation is conducted and the complaint is resolved promptly and equitably;

(6) Develop a training plan in consultation and cooperation with the Productivity Improvement Center in the Division of Personnel and Office of Equal Employment Opportunity, Department of Administration for department employees to ensure that managers, supervisors, and employees who provide direct services to the public are aware of their responsibilities under the Americans with Disabilities Act the state policy, and this order, and are sensitized to the needs of people with disabilities;

(7) Direct the activities of the division directors and ADA coordinators within the department in complying with this order and with the Americans with Disabilities Act.

E. Each division director is responsible for ensuring the effective implementation of the department ADA compliance program within her or his division and ensuring compliance with the Americans with Disabilities Act. Directors of divisions with 50 or more employees shall appoint a Division ADA Coordinator to administer the division’s ADA compliance program and shall make available to the public, the Department ADA Coordinator, the State ADA Coordinator, and division employees the name, title, office address, and telephone number of the selected employee.

F. The director in smaller divisions and the Division ADA Coordinator in divisions with 50 or more employees will, under the guidance and review of the Department ADA Coordinator:

- (1) Coordinate the division's efforts to comply with and carry out its responsibilities under title I and title II of the Americans with Disabilities Act, this order, and department directives;
- (2) Serve as the division's primary liaison between the division, the public, and other agencies on issues regarding the Americans with Disabilities Act and this order;
- (3) Oversee and coordinate the preparation of the division's title II self-evaluation required under 28 C.F.R. 35.105 and assist in the preparation of any transitional plans developed under 28 C.F.R. 35.150;
- (4) Serve as the coordinator for ADA complaints within the division;
- (5) Ensure that notice is given to applicants, participants, beneficiaries, and other interested persons on information regarding the Americans with Disabilities Act as required in 28 C.F.R. 35.106.

V. DEPARTMENT COMPLIANCE PROGRAMS:

Each department will implement a program to ensure that it is in compliance with title I and title II of the Americans with Disabilities Act. The department ADA compliance program must include the following components and measures:

- A. The appointment of a Department ADA Coordinator and division ADA coordinators for divisions with 50 or more employees by May 1, 1992 and as needed thereafter to fill vacancies;
- B. An evaluation of the department's current services, policies, and practices, as required in 28 C.F.R. 35.105, to be completed initially for public comment by June 15, 1992, finalized by January 26, 1993, updated through June 30, 1993; and updated annually thereafter;
- C. A plan of action, including a timetable, for making the necessary modifications to current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of the Americans with Disabilities Act and its implementing regulations, to be completed initially by January 26, 1993, updated through June 30, 1993, and updated annually thereafter;
- D. Transition plans, as required in 28 C.F.R. 35.150, in the event that structural changes to facilities will be undertaken to achieve program accessibility, to be completed initially by July 26, 1992, updated through June 30, 1993, and updated annually thereafter;
- E. An interim complaint procedure adopted under paragraphs IX.B. and IX.C., meeting the standards imposed by 28 C.F.R. 35.107, to be employed until the regulations referred to in paragraph IX.A. below have been adopted in accordance with the Administrative Procedure Act and have taken effect. Such an interim procedure must provide for prompt and equitable resolution of complaints alleging any action that would be prohibited by title II of the Americans with Disabilities Act;
- F. A plan for providing notice to applicants, participants, beneficiaries, and other interested persons on the provisions of title II of the Americans with Disabilities Act and its implementing regulations as required by 28 C.F.R. 35.106, to be completed by July 26, 1992;
- C. A plan for training managers, supervisors, and employees who provide direct services to the public in their responsibilities under the Americans with Disabilities Act and sensitizing them to the needs of people with disabilities to be completed by September 1, 1992, updated through June 30, 1993, and updated annually thereafter.

VI. TECHNICAL GUIDANCE AND ASSISTANCE:

A. The Division of Personnel and Office of Equal Employment Opportunity in the Department of Administration will provide technical guidance and assistance to agencies on how to comply with the employment provisions of title I and title II of the Americans with Disabilities Act.

B. The Division of Engineering and Operations in the Department of Transportation and Public Facilities will provide technical guidance and assistance to state agencies on developing transition plans and making structural changes to state-owned facilities to achieve program accessibility, and on providing appropriate signage on buildings and other facilities.

C. The Division of Information Services in the Department of Administration will provide technical guidance and assistance to agencies on telecommunication devices for the deaf and other issues having to do with making telecommunications accessible within the state;

D. The Division of Vocational Rehabilitation in the Department of Education will provide technical advice to agencies on the nature of a disability and reasonable accommodations.

VII. TRAINING:

A. Each department will ensure that program managers, supervisors, and staff providing direct services to the public receive appropriate training to perform their duties under the Americans with Disabilities Act.

B. The Division of General Services in the Department of Administration will provide technical guidance and assistance to agencies on procurement of assistive technologies and on issues where structural changes are required on state-leased facilities to achieve program accessibility.

The Division of Personnel and Office of Equal Employment Opportunity's Productivity Improvement Center will provide advice and assistance to agencies in developing training plans and meeting training needs. Agencies shall submit the ADA training plans required under paragraph V.E. of this order and requests for training to the Productivity Improvement Center. Agencies will be responsible for training costs.

VIII. ANNUAL ADA COMPLIANCE PROGRAM AUDIT REPORT:

The Division of Audit and Management Services in the Office of Management and Budget, Office of the Governor shall conduct an annual performance audit of the State ADA Compliance Program, corresponding with the state fiscal year, and submit an audit report to the Governor and the State ADA Coordinator by September 30, 1993 and annually thereafter.

XI. COMPLAINT PROCEDURES:

A. Within 90 days of the date of this order, the State ADA Coordinator will prepare for adoption under AS 44.62.020 - 44.62.290 regulations setting out a complaint procedure meeting the requirements of 28 C.F.R. 35.107 which provide for prompt and equitable resolution of complaints alleging any action which would be prohibited by title II of the Americans with Disabilities Act. Public hearings under AS 44.62.210 may be conducted under the auspices of the Governor's Council for the Handicapped and Gifted. The regulations shall be adopted by the Governor and enforced as provided in the regulations.

B. Until the foregoing regulations are adopted¹ agencies shall follow the complaint procedures established under Administrative Order No. 81 for resolving complaints alleging violations of title II of the Americans with Disabilities Act.

C. For internal complaints of employment discrimination, and for employment discrimination complaints filed with federal or state compliance agencies under 29 C.F.R. 1630, 28 C.F.R. 35.170, or AS 128.80.220, agencies shall follow the procedures established under AS 44.21.505 by the Division of Personnel and Office of Equal Employment Opportunity in the Department of Administration.

X. POLICY DISSEMINATION:

A. Each agency shall post the state policy in Section II of this order in the form provided by the State ADA Coordinator on all bulletin boards and at every facility and office.

B. Each commissioner and division director shall ensure that copies of this order are disseminated to all managers and supervisors and that copies of the policy are included in all employee handbooks and department operating policies and procedures manuals.

C. The director of the Division of Personnel and Office of Equal Employment Opportunity shall ensure that a copy of this order is provided to all recruitment resources and to labor unions representing state employees.

XI. RECORDKEEPING:

A. An agency, as required by 29 C.F.R. 1602, shall maintain employee records, including applications, employee files, and agency anecdotal employee records, for a minimum of one year or, if an employment discrimination complaint has been filed, until the complaint is finally resolved, whichever is longer.

B. An agency, as required by 28 C.F.R. 35.105(c), shall maintain on file and make available for public inspection for at least three years following completion of its self-evaluation:

- (1) A list of the interested persons consulted in preparing the agency's self-evaluation and transition plans;
- (2) A description of areas examined and any problems identified; and,
- (3) A description of any actions taken and modifications made.

XII. DEFINITIONS:

Unless the context indicates otherwise, in this order

- (1) "ADA" means the Americans With Disabilities Act;
 - (2) "agency" or "state agency" means a department, office, agency, public corporation, board, commission, authority, or other organizational unit of the executive branch of state government excluding the University of Alaska and the Alaska Railroad Corporation;
 - (3) "commissioner" means the chief executive officer of an executive department or other agency with cabinet-level reporting status;
 - (4) "department" means one of the principal departments of the executive branch or any other agency approved by the State ADA Coordinator to function as a department under this order;
 - (5) "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment, as defined for title I of ADA in 29 C.F.R. 1630.2(g) and for title II of ADA in 28 C.F.R. 35.104;
 - (6) "qualified individual with a disability" means with respect to employment, as defined in 29 C.F.R. 1630.2 (m), an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of the position;
- For purposes of programs and services other than employment, "qualified individual with a disability", as defined in 28 C.F.R. 35.104, means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity;
- (7) "order" means Administrative Order No.129;
 - (8) "state" means the executive branch of Alaska state government.

XIII. EFFECTIVE DATE:

This order takes effect immediately.

DATED at Juneau, Alaska this 22 day of April, 1992.

By: S/S Walter J. Hickel
Walter J. Hickel
Governor



TONY KNOWLES
GOVERNOR

STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

March 5, 2002

ADMINISTRATIVE ORDER NO. 195

FINDINGS

I, Tony Knowles, Governor of the State of Alaska, make the following findings:

1. Alaska is one of the most ethnically diverse states in the nation. According to the 2000 census, 15.6 percent of Alaskans identify themselves as Alaska Native; 4.1 percent as Hispanic or Latino; 4 percent as Asian; 3.5 percent as African American; 5.4 percent as "mixed," and 69.3 percent as white.
2. As Alaskans, we cherish our freedoms and civil rights. The first act of the Territorial Legislature in 1913 gave women the right to vote--seven years before the rest of the nation. Civil rights legislation championed by Elizabeth Peratrovich and the Alaska Native Brotherhood and Sisterhood passed in 1945, two decades before the United States Civil Rights Act.
3. Alaskans have made great strides in overcoming discrimination and injustice, but recent events and findings of the Governor's Commission on Tolerance make it clear that levels of intolerance and discrimination continue to exist in our state.
4. As a nation and a state dedicated to democracy and civil liberties, we, as individuals, employers, employees, and communities must do all we can to eliminate discrimination and intolerance from our society and celebrate our diversity.
5. While tolerance and respect for all peoples inherently is the responsibility of each individual, those in leadership and institutional roles should lead this effort and teach by example.
6. As an employee, public servant, and institution, the State of Alaska can take steps to improve our workplaces and customer service to reflect the diversity of our state and our respect for all peoples.

ORDER

I, Tony Knowles, Governor of the State of Alaska, under the authority vested in me by art. III, secs. 1, 16, and 24, of the Alaska Constitution, and in recognition of the findings concerning perceived institutional intolerance in state agencies set out in the final report of the Governor's Commission on Tolerance, renew the state's commitment to diversity in the state workplace free from discrimination and harassment. I declare that it is the continued goal of the executive branch to eliminate discrimination and harassment in the contexts of the state as an employer and service provider; to assure timely response to discrimination and harassment complaints concerning state personnel or services; to prohibit and prevent discriminatory behavior in the state workplace based on race, sex, color, religion, physical or mental disability, sexual orientation, or economic status, to assure that all Alaskans have the opportunity to compete fairly for state jobs; and to assure that state personnel serve all Alaskans with respect. This Order fosters policies contained in AS 18.80.010 - 18.80.300, AS 39.25.010 - 39.25.995, AS 44.19.450 - 44.19.458, in related regulations adopted under those statutes, and in Administrative Orders No. 189, 129, 109, 93, 86, 81, 76, 75, 59, 35, 24, and 18 on this subject.

To promote these policies, I order all of the state agencies of the executive branch to:

1. Implement within the head office of each state agency an early intervention process for discrimination and harassment complaints concerning state personnel. The Department of Administration shall establish this informal harassment and discrimination complaint process to be implemented by all state agencies consistent with collective bargaining agreements and law. The Department of Administration shall publicize the process to all state personnel through training, orientation, and educational materials. The Department of Administration shall facilitate training for supervisors and other state managers on how to recognize complaints of discrimination or harassment and the appropriate initial response to those complaints. The state agency head shall assign an internal complaint officer within the agency head's office to be responsible for the implementation and operation of the internal, informal complaint process within each state agency.

2. Implement standardized orientation for new hires to the state workforce and provide diversity training for all state personnel. The Department of Administration shall standardize new hire orientation to assure that new state personnel are advised of their rights and responsibilities with respect to human rights, equal employment opportunity, and civil rights law and of their responsibility for contributing to a positive workplace for all state workers. In addition to the currently offered curriculum on "Respectful Workplace," the Department of Administration shall embark on a statewide diversity training initiative for all state employees. This training shall emphasize a broad definition of diversity. The course shall be available through the division of personnel, Department of Administration, as a regularly scheduled class in Anchorage, Fairbanks, Juneau, and other communities as necessary, and on request as a customized course for state staff units throughout Alaska. With the approval of the Department of Administration, each state agency may adapt the training to specific needs and circumstances of that agency and may use current, successful training programs to avoid duplication with the statewide program, with the understanding that all agency training must include all essential elements of the statewide program. To the maximum extent possible, all state employees currently serving in a supervisory position must complete a diversity training course described in this provision within one year after the effective date of this Order and state employees hired for a supervisory position after the effective date of this Order must complete the training course within one year after hire.

3. Increase recruitment outreach, improve training for hiring managers, and broaden the high school and college internship programs to ensure the widest diversity of opportunity for all Alaskans. Each state agency shall engage in active recruitment outreach activities, including job fairs, that reach more diverse segments of Alaska's population and cooperative efforts with Alaska Native and other ethnic organizations to provide training on how to apply for state jobs. The Division of Personnel, Department of Administration, shall assure that basic Workplace Alaska training for hiring managers emphasizes the importance of fair treatment for all minorities throughout the state recruitment process. Training for managers shall include techniques for interviewing diverse applicants to assure absence of bias. The division of personnel, Department of Administration, shall work with public school and University of Alaska administrators to develop and advertise a statewide high school and college internship program that is open to all Alaska students.

4. Implement customer service training for all state agency employees who deal with the public on a day-to-day basis and an informal public service complaint process within each state agency. Each state agency shall establish an open and publicized complaint process through which the public can make their concerns known to the state agency regarding perceived discrimination in state service delivery. Each state agency shall report to the Governor annually, no later than December 31 of each year, on the number and type of complaints and their response to each. State employees who interact with the public will attend training offered by the division of personnel, Department of Administration, stressing the importance of treating all citizens with respect regardless of the citizen's background, origin, or life style. The training will develop skills for providing service to a diverse public and will take into consideration the specific needs of each state agency based on the customers it serves.

This Order takes effect immediately.

Dated at Juneau, Alaska this 5th day of March 2002.

S/S Tony Knowles

Tony Knowles

Governor



STATE OF ALASKA ALCOHOL & DRUG-FREE WORKPLACE

The State of Alaska recognizes the need for each employee to work in a safe and healthy environment. It also recognizes the improper use of alcohol or a controlled substance can have significant impact in the workplace and can pose serious threat to the health, safety and wellbeing of other coworkers and to the public. Therefore, it is long-standing state policy to promote and maintain an alcohol and drug-free workplace. Classified employees and appointed officials are prohibited from engaging in the improper or unlawful use manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance on state property, in the workplace or while in performance of official duties. An employee or official who violates this prohibition is subject to disciplinary action, up to and including termination from employment.

As one means of promoting a safe and productive workplace, the state has taken proper steps to deter the incidence of improper alcohol and drug use among its employees. Steps include ensuring employees have access to information about the dangers of alcohol and drug use, providing employee treatment, counseling and referral services through participating Employee Assistance Programs (EAP), implementing lawful mandatory drug and alcohol testing policy for certain employee occupations and program groups, and pursuing appropriate criminal penalties.

All state employees must: (1) adhere to the intent of this policy statement, and (2) inform his or her supervisor and department or agency human resources official, in writing, of a conviction for the use of alcohol or a controlled substance occurring in the workplace or while performing official duties, by not later than five calendar days after being convicted. Moreover, if the convicted employee is working under a U.S. Department of Health and Human Services (DHHS) direct or pass-through grant, the employing department or agency must notify the DHHS, in writing, within ten calendar days of receiving notice of or otherwise becoming aware of a conviction for unlawful use of a controlled substance. Notification must include the name and position title of the employee and the DHSS program identification number.

The employing department or agency must, within 30 calendar days of receiving notice of or becoming aware of a conviction for unlawful use of alcohol or drugs, take appropriate personnel action against the convicted employee, up to and including the termination of employment. The employing department or agency should consult with their human resource official or with the Division of Personnel & Labor Relations before commencing personnel action.

The Office of the Governor joins in committing the State of Alaska to abide by this alcohol and drug-free workplace policy which is administered through relevant employer policies, personnel regulations and negotiated labor contracts.

Information Security Policy 172 - Business Use/Acceptable Use

State of Alaska

Office of Information Technology

Information Security Policies

Title: Business Use/Acceptable Use
Number: ISP-172
Version: 1.12
Pages: 6

Effective: 7/1/2017
Last Review: 7/1/2017
Next Review: Annually

Approved by: CIO
Distribution: SOA

1. Purpose

To outline acceptable use and clarify the protection of State of Alaska (SOA) information assets and technology resources. Unacceptable use exposes SOA to unwarranted risk (e.g., virus attacks, compromised network systems, services and legal issues associated with data tampering, data theft and privacy).

2. Statutory Authority

Under Alaska Statute (AS) 44.21 et. Seq., the Department of Administration is assigned responsibility for statewide Executive Branch automated data processing and telecommunication support.

The Governor's Administrative Order 284 (AO 284) establishes the statewide Office of Information Technology (OIT) to be housed within the Department of Administration. The AO further establishes the position of Chief Information Officer (CIO), with designated authority for all telecommunication and information technology services within the SOA Executive Branch.

Records owned by executive branch agencies are subject to oversight as designated by the Commissioner of their respective department as specified in AS 44.17. Record retention requirements are subject to comply with State archivist statutes AS 40.21. OIT sets and enforces digital information security, privacy, and protection standards and practices assuring all SOA information assets.

3. Policy Scope

This policy is applicable to all SOA branches, departments, divisions, corporations, commissions or other related entities which will be referred to as Department(s).

4. Definitions

Terms in this document are defined in the SOA policy ISP-002 Information Security Glossary.

5. Policy Statement

This policy stipulates:

- Acceptable Use.

5.1 Acceptable Use

5.1.1. Access for Authorized Purposes

Acceptable use applies to all personnel (e.g., employees, partners, contractors, consultants, temporaries, other SOA workers and workers affiliated with third parties or anyone having access to SOA information that is not directly accessible to the general public from a non- SOA network (e.g., Internet)) and the use of all information processing equipment, including but not limited to computer equipment, software, operating system, storage media, and network accounts providing electronic mail, World Wide Web (www) browsing, file transfer protocol (FTP), Windows © mobile devices, Smartphones, personal digital assistants (PDAs),

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etc. and further applies to resources owned, leased, or managed by SOA or its designees and to non-SOA resources used at SOA facilities in the conduct of SOA business.

Personnel must use SOA networks and associated systems for authorized business purposes only. Personnel must not access information, programs, or systems when such access is not required for an authorized business purpose. This includes system administrators who must have system access rights due to their job responsibilities.

Administrators must not view or otherwise access SOA user information without the express consent of the user, Executive Management or the Division of Personnel and Labor Relations (DOPLR).

SSO personnel will monitor equipment, systems, and network traffic at any time, for the purpose of security and network maintenance.

Personal Computing Equipment Prohibited Use

Personnel must not use personal computing equipment (e.g., laptops, PC, workstations, servers, external hard drive, USB devices, Smartphone or other networking equipment) within the SOA wide area network (WAN) or local area networks (LANs) for SOA or personal business. Personnel who connect a personal device to an SOA network or device in violation of this policy are exposing the device and all information on the device to potential monitoring, collection and public disclosure.

Contractors Computing Equipment Authorization

Contractors may use their personal or company owned devices within the SOA WAN or LANs, but these devices must be subject to all SOA policies when connecting to the SOA networks and will be monitored, reported and audited for security purposes. Contractors forfeit any right to privacy.

Contractors who connect personal or company owned devices to the SOA network acknowledge that all materials and information on each device are subject to monitoring, review, collection and public disclosure by State or federal statute, regulations, administrative order, policy or directive.

Application of Passwords

Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed regularly. Personnel must use passwords of strength, specific criteria and control to access and protect the SOA WAN and LANs and must adhere to what is defined in SOA policy ISP-178 Password Management.

With the exception of public-access terminals or by SOA SSO written authorization, all non-mainframe computers (e.g., servers, workstations, terminals and laptop computers) must be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less. When personnel leave a computer unattended this password-protected screensaver feature must be manually activated or the computer must be turned off.

5.1.5 Posting of SOA Sponsored Accounts

SOA sponsored accounts to news groups or web forums shall contain a disclaimer which states the opinions expressed are strictly the poster's own and not necessarily those of the SOA, unless posting is in the course of business duties.

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Use of Issued Credentials

Personnel must use only the user IDs, network addresses, and network connections defined by the SOA or department information technology administration staff to access SOA networks and associated systems.

Unauthorized Security Tools

Personnel must not download, install, or execute any security program or utility (e.g., password cracker, network sniffer, vulnerability scanner) designed to reveal weaknesses in the security of a system without explicit authorization from the State Security Office (SSO).

Execution of Electronic Information

Personnel must use extreme caution when opening files that have been sent to or received either electronically or on removable media (e.g., floppy disk, CD/DVD, USB Flash drive). Examples of such files are email attachments received from unknown senders, files downloaded from the www or FTP sites, seemingly innocuous commercial files, etc. Any and all of these items can contain viruses, e-mail bombs, trojan-horse code, spyware/ad-ware, BOT net, other malware, or inappropriate material and should be suspected. If personnel experience unusual computer symptoms when opening unknown files, they must report these to their department IT staff immediately. If contractors with SOA business suspect any of the above listed items they shall disconnect from SOA network and notify their client supervisor immediately for remediation in all efforts to protect SOA information assets.

Unacceptable Use

Under no circumstances are personnel of the SOA authorized to engage in any activity that is illegal or in violation of local, State, federal or international law, or Alaska Administrative Code.

Prohibited email, communication activities, system and network activities are listed below. Personnel may be exempted from some of these restrictions during the course of their valid job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services or the requirement of a law enforcement investigation) however, cautious and meticulous adherence must be followed by all users.

5.1.9.1 E-mail and Communications Prohibited Activities:

- Any illegal activity.
- Intentionally sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material.
- Any form of harassment via email, instant messaging, telephone, paging, or other electronic means, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within SOA networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by SOA or connected via the State's network.

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service, or control, intentionally evading a security solution or process, or creating a denial of service to a user, applications, host, network, or other SOA process).

- Using any program/script/command, or sending messages of any kind, with the intent to interfere with or disable another user's terminal session via any means, locally or via the Internet/intranet/extranet.
- Providing information about or lists of SOA personnel to any outside parties, without a business case or SSO approval.
- Personal use of or divulging of private or confidential information regarding any individual obtained by any personnel, as a result of performance of job duties or as a result of their employment with the SOA.
- Use of encryption (at rest or in transit) without an approved business case justification and written approval from the ISO Designee and the SSO.
- Uses of peer-to-peer (P2P) file transfer solutions (e.g., Gnutella, BitTorrent, etc.) without an approved business case justification and written approval from the Department Information Security Officer (ISO) and the SSO.
- Use of non-standard, non-SOA provided instant messaging technologies (e.g., Skype, MSN, AOL, Gooletalk, etc.) or other similar technologies without an approved business case justification and written approval from the Department Information Security Officer (ISO) and the SSO.
- Use of non-standard remote control technologies (e.g., GoToMyPC, Dameware, Radmin, etc.) or other similar technologies.
- Use of non-operating system standard screen saver or other similar technologies.
- Use of any external proxy systems or other similar technologies.
- Use of any program or application that performs off-site document or file indexing (e.g., Google Desktop) or other similar technologies.
- Use of any streaming media technologies (e.g., Radio, YouTube, etc.) without an approved business case justification and written approval from the Department Information Security Officer (ISO) and the SSO.

Least Privilege

Personnel tasked with network user administration must ensure that network and system access controls are configured to limit the privileges extended to users to the least necessary to accomplish authorized business purposes.

Applicable Statutes and Enforcement

The Executive Branch Ethics Act states a public employee may not **"use state time, property, equipment, or other facilities to benefit personal or financial interests"** (AS 39.52.120(b)(3)). Further, "standards of ethical conduct for members of the executive branch need to distinguish between those minor and inconsequential conflicts ... and those conflicts of interests that are substantial and material." (AS 39.52.110(a)(3)).

The Executive Management acknowledges that incidental personal use may be unavoidable in today's electronic environment. In cases where SOA office technology incidental personal use occurs, users must be aware that there is no right to privacy regarding these occurrences. Applicable Statutes, Administrative Orders and Codes include, but are not limited to: AS 39.52, Alaska Executive Branch Ethics Act; Administrative Order #81, Nondiscrimination and Non-Harassment; Administrative Code 9 AAC 52, Alaska Executive Branch Code of Ethics; AS 39.25.160, Alaska Little Hatch Act; AS 24.60, Legislature Standards of Conduct.

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Personnel found to have violated this policy are subject to discipline up to and including dismissal.

SOA Internal

Political Activities Policy

EXECUTIVE BRANCH ETHICS ACT Prohibition on Use of State Resources for Partisan Political Purposes

Alaska Statute 39.52.120(b)(6) states that a public officer may not “use or authorize the use of state funds, facilities, equipment, services, or another government asset or resource for partisan political purposes.” The phrase “for partisan political purposes” means “having the intent to differentially benefit or harm a (i) candidate or potential candidate for elective office; or (ii) political party or group.” It does not include “having the intent to benefit the public interest at large through the normal performance of duties.”

This provision is interpreted stringently to prohibit any use of state equipment and facilities for political activity. It is also unacceptable to use state equipment “for fundraising, political campaign activities, or public relations activities not specifically related to state government activities” under the State of Alaska’s *Business Use/Personal Use Policy (ISP-172)*.

A state officer may reply to a communication relating to a partisan political activity only to advise the sender that use of state equipment for such purposes is prohibited and to provide an alternate place of contact, if courtesy would require it, without violating the Ethics Act. Any other activity related to partisan political activity is prohibited.

There are express exceptions for use of the governor’s residence, a state facility, and, so long as there is no charge to the state, use of communications equipment in the residence and some limited use of state aircraft.

In addition, AS 39.52.120(d) provides:

[W]hen determining whether a public officer is considered to be performing a task on government time, the attorney general and personnel board shall consider the public officer’s work schedule as set by the public officer’s immediate supervisor, if any. A public officer other than the governor and lieutenant governor who, during the work days, engages in political campaign activities other than minor, inconsequential, and unavoidable campaign activities shall take approved leave for the period of campaigning.

Finally, section 120 also prohibits a state officer from misusing his or her position to benefit a “personal interest.” The definition of that term includes involvement in a political organization.

We address issues on a case by case basis guided by these provisions as well as AS 39.25.178 (listing employee political rights) and AS 39.25.160 (stating prohibitions related to political activity).

If uncertain of the propriety of an activity, department employees and interns may contact Morgan Griffin, Acting State Ethics Attorney.

Commission Policies

Ethics

The Alaska Executive Branch Ethics Act applies to all executive branch employees. ASCHR employees should seek to understand their obligations under the act because they owe the public a duty to behave ethically and can be subject to severe penalties for violating the act.

Details of the Act can be found in the statutes, AS 39.52.101-960, and the regulations, 9 AAC 52.010 – 990, which are available on the Department of Law website. The website also provides other helpful Ethics Act information, including a video, self-guided training, disclosure forms, and guidance on particular issues: www.law.alaska.gov/doclibrary/ethics.html.

In general, the Ethics Act prohibits substantial and material conflicts of interest, and improperly benefitting from one’s position as a public employee. The Ethics Act prohibits or restricts the following:

- A. Misuse of Official position (AS 39.52.120), which includes:
 1. using your position to obtain a personal gain or to grant an unwarranted benefit or treatment for someone else, AS 39.52.120(a);
 2. using your position to get yourself a private job or a private contract, AS 39.52.120(b)(1);
 3. asking for—or accepting—money or any other valuable commodity for doing your state job, AS 39.52.120(b)(2);

4. using your on-duty time, your office, or your office equipment (including the telephone) as if they were your own, especially if it furthers a personal or financial interest, AS 39.52.120(b)(4);

5. taking an official action in a matter in which you have a personal or financial stake, AS 39.52.120(b)(4);

6. coercing a subordinate state employee for your personal or financial benefit, AS 39.52.120(b)(5);

7. using or authorizing the use of state funds, facilities, equipment, services, or another government asset or resource for partisan political purposes, AS 39.52.120(b)(6); and

8. attempting to influence the outcome of an administrative hearing by contacting, or attempting to contact, the hearing officer or other official with authority to make the final decision in a case, with certain exceptions, AS 39.52.120(e).

b. Improper Gifts (AS 39.52.130), which includes:

accepting or receiving a gift (including entertainment, travel, or hospitality) that is a benefit to your personal or financial interests, “under circumstances in which it could be reasonably inferred that the gift is intended to influence the performance of official duties, actions, or judgment,” AS 39.52.130(a); and

1. accepting a gift with a value in excess of \$150 and failing to file a disclosure with your designated ethics supervisor for review and approval within 30 days after receipt of the gift, AS 39.52.130(b).

b. Improper Use or Disclosure of Information (AS 39.52.140), which includes:

1. using or disclosing undissemminated information acquired from state employment if that use or disclosure could result in a financial or personal benefit to you or a family member, unless the information has already been publicly disseminated, AS 39.52.140(a); or

2. using or disclosing, without appropriate authorization, information acquired in the course of your state duties that is confidential by law, AS 39.52.140(b).

d. Improper Influence in State Grants, Contracts, Leases, or Loans (AS 39.52.150), which includes awarding a grant or contract to a business in which you have a personal or financial stake, or to a business of a close relative, with certain exceptions.

e. Improper Representation (AS 39.52.160), which

representing someone for compensation in a matter pending in the administrative unit in which you serve or for free if it benefits your personal or financial interest

f. Outside Employment (AS 39.52.170), which includes taking an additional job or undertaking outside services that make it difficult for you to get your state work done or that is incompatible with your state job. Commission attorneys may not engage in the private practice of law for profit. Other employment or services might be permissible; all state employees must report any outside employment or services, legal or otherwise. An employee must submit a report of outside employment or services that benefit a personal or financial interest by July 1 of each year, and must report any changes during the year as they occur. Reporting forms can be found at this link: [FORM_OutsideEmploy.pdf](#). The designated ethics supervisor, in conjunction with the employee’s supervisor, will determine whether the reported outside employment or service is approved. The employment or service may be disapproved if it is incompatible or in conflict with the proper discharge of official duties.

g. Aiding a Violation of the Ethics Act (AS 39.52.190), which prohibits knowingly aiding another public officer in a violation of the Ethics Act.

h. Post-state employment. The Ethics Act also restricts post-employment actions. A public officer who leaves state service may not—for two years after leaving state service—represent, advise, or assist a person for compensation regarding a matter that was under consideration by the administrative unit served by that public officer, and in which the officer personally and substantially participated through the exercise of official action. See AS 39.52.180(a). For the purposes of this prohibition, “matter” includes a case, proceeding, application, contract, determination, proposal or consideration of a legislative bill, a resolution, a constitutional amendment, or other legislative measure, or proposal, consideration, or adoption of an administrative regulation. *Id*

The Ethics Act also limits the manner in which a state official can seek other employment while still in state service.

For details, see Ethics Opinion of May 25, 2005: www.law.alaska.gov/pdf/opinions/opinions_2005/05-010_ethics.pdf.

Political Activities

Commission employees, like all state employees, enjoy statutory protection to engage in certain political activities. See AS 39.25.178. A state employee may:

- a. be a member of a national, state, or local political party;
- b. take part in a political campaign;
- c. express political opinions; however, while engaged in official business, a state employee may not display or distribute partisan political material;
- d. register party preference;
- e. serve as a voting or nonvoting delegate to a party convention;
- f. be appointed, nominated, or elected to nonpartisan public office in a local government unit; and
- g. make contributions to a political party or candidate for public office.

However, employees should always keep in mind that the work of the Commission is apolitical—it is imperative that employees consider how a political activity could impact the actual or perceived bias of the employee’s work at the Commission, or how it could be imputed to the entire agency. Employees of the Commission are also subject to certain restrictions relating to political activities. Prohibited political activities are enumerated in AS 39.25.160 and include the following:

1. a classified employee may not take an active part in the management of a political party above the precinct level;
2. a person may not require an assessment, subscription, contribution, or service for a political party from a state employee;
3. a person may not seek or attempt to use a political party endorsement in connection with an appointment or promotion in the classified service;
4. an employee in the classified or partially exempt service who seeks nomination or becomes a candidate for state or national elective political office shall immediately resign any position on the date the employee files a declaration of candidacy for state or national elective office (exempt employees should consult AS 39.25.160 (e));
5. action affecting the employment status of an employee in the classified service or an applicant for a position in the classified service, including appointment, promotion, demotion, suspension, or removal, may not be taken or withheld on the basis of unlawful discrimination due to political beliefs;
6. a state employee, whether in the classified, partially exempt, or exempt service, may not campaign on behalf of a political candidate on government time.

In addition, AS 39.52.120(b)(6) prohibits the use of any state funds, facilities, equipment, services, or government asset or resource for partisan political purposes. Likewise, AS 15.13.145 generally prohibits state employees or officers from using state funds to affect the outcome of a state or municipal election unless the expenditure is one of the limited exceptions specifically authorized by AS 15.13.145(b) or (c). State funds encompass all state resources including travel vouchers, reimbursement for lodging, meals, per diem, staff time, and state equipment.

As explicit as these provisions are, they do not replace good judgment in your daily conduct of state business. They also may not cover every possible situation. Employees are encouraged to seek guidance from their supervisors if questions arise.

Hours/Lunch/Vacation Time

Our offices are open Monday through Friday, from 8:00 a.m. to 4:30 p.m. Support staff’s schedules ensure that telephones are answered and service is provided 8.5 hours per day, five days per week.

Interns have a ten-week internship with the Alaska State Commission for Human Rights. You can elect to work five days a week, for 7.5 hours a day, not including an hour for lunch. In addition, the Commission allows employees to elect (with the approval of their supervisor) either a flex schedule or an alternate work week schedule. A flex schedule consists of working 7.5 hours a day, five days a week outside of normal office hours (starting between 7:00 a.m. and 9:30 a.m., and ending between 3:00 p.m. and 6:30 p.m.). An alternate work week schedule consists of working nine out of every 14 days and completing 75 working hours within every two-week period.

You can speak with your supervisor to set the times for the beginning and ending of your day. We encourage you to work hard, but to get out and explore Alaska as well. If you would like to take any time off in the regular work week, please get prior approval from your supervisor. If scheduled appropriately, your supervisor may approve time off in the middle of the internship (*i.e.* a one week vacation) as long as the full term of the internship is ten weeks.

If you will not be coming into the office because of illness or other reasons, please telephone your supervisor and report the reason. It is preferable for interns to speak with someone rather than leave a voicemail message.

E-mail Etiquette

Email is the common form of communication within and outside of our office and may be a public record (See Records Management and Retention, p. 30). Keep in mind that it is only one of many forms of communication—other methods include in-person conversations, telephone conversations, and letters sent via mail or facsimile. Determine the appropriate communication tool based on the circumstances including content, schedules, and timing. If you determine an email is the best form of communication, consider the following guidelines when you draft and send an email:

1. Recipients (“To,” “CC,” and “BCC”): Determine who should receive the email and whether the recipient should be in the “To,” “CC,” or “BCC” field. Put a person in the “To” field if you expect the person to read and respond to the email. A person in the “CC” field is a person who you do not expect to respond but who needs to know about the information in the email, such as a supervisor or a project team member. The “BCC” field should be used sparingly; the other recipients of the email cannot see the name and email address of a person in the BCC field.
2. Content: The email should be clear and concise. A recipient is less likely to respond promptly to a long email. Consider the recipient and include sufficient information for the recipient to understand the email. If you are requesting the recipient to take action, clearly state that in your email. If you have multiple requests or multiple issues, number each request or issue.
3. Grammar: Use proper grammar, punctuation, and sentence structure when drafting your email. Spell-check your email. Emails with spelling and other mistakes are unprofessional and reflect poorly on you and the Commission. Reread your email before sending it.
4. Format: Do not type in all capitalized letters; this is the written equivalent of shouting. Be careful with patterned backgrounds as they can make emails difficult to read. Avoid unusual fonts; not all computers are equipped with all font types.
5. Subject line: Include one or two descriptive words in the subject line of the email to alert the recipient of the topic. This also makes it easier to search for emails by topic.
6. Priority: Use the high priority flag only for urgent matters; do not overuse this priority status.

7. Forwarding: When forwarding emails, include a brief description to the recipient explaining why you are forwarding the email. Also, be aware of the previous message thread, including previous recipients and emails, and consider whether you want a new recipient to have the previous message thread. This is particularly important when forwarding a message to a person outside of ASCHR or the state email system.
8. Confusion and Misunderstanding: Do not make assumptions about an email. If you do not understand an email or it is confusing, consider contacting the sender and discussing it over the phone.
9. Tone: Consider the tone of your email. Avoid sarcasm which can be misinterpreted when read without the benefit of voice inflection or non-verbal clues.
10. Emotions: Avoid sending or replying to an email when emotions are high or if you are angry.
11. Reply All: Do not hit “reply all” to an email if everyone on the email does not need to see your response. When drafting an email to many recipients, you can eliminate the possibility of this occurring by sending the email to yourself and placing the other recipients in the BCC field. If a recipient hits “reply all,” the reply will not be sent to the BCC recipients in the original email.
12. Message Thread: When replying to an email, include the message thread so the recipient has the history of the previous conversation and can understand your current email in the context of the previous emails.

Solicitation

Commercial solicitation is prohibited in all offices.

Personal Mail

The prohibitions on use of state resources for personal gain include personal mail. The Commission disapproves of staff receiving personal mail at the office. Mail is handled by state employees, and it is considered an inappropriate use of state resources to require state employees to handle personal mail.

Purchases of Supplies, Equipment and Services

If you need specific supplies, equipment or services, please contact Admin Staff.

Travel

1. All travel for state business must be approved in advance. If necessary, signature approvals may be done by email or DocuSign.

2. Travel within Alaska:

For travel within Alaska, prior approval is required by the Executive Director.

3. Travel outside Alaska:

For travel to other states, British Columbia, or the Yukon Territory, prior approval is required by the Executive Director and the Office of the Governor. For other travel outside the United States, additional prior approval is required by the Governor's office. A memorandum explaining the need for the travel must be included with the travel authorization form.

4. Forms and Travel Rules

Required travel documents, including travel authorization forms, out of state authorizations, rental car requests, mileage reimbursement forms, and other travel related documents, can be found at the State Travel Office homepage (<http://doa.alaska.gov/dof/travel/>). The Alaska Administrative Manual provides written criteria and rules for travel related matters and can be found: <http://doa.alaska.gov/dof/manuals/aam/>.

Records Management and Retention

Under AS 40.21 and its implementing regulations, Commission personnel must comply with the General Administrative Records Retention Schedule and the records retention schedules for the Alaska State Commission for Human Rights; records subject to multiple retention requirements must be retained for the longest applicable period.

Commission personnel must also comply with the email archiving policy issued by the Commissioner of the Department of Administration. That policy makes clear that emails, including attachments, are subject to the same records retention requirements that are applicable to any other electronic or non- electronic records. Under the policy, executive branch

employees, who are divided into two groups—"executive employees" and "non-executive employees" (as defined by the policy)—must archive their sent and received emails that are "records" (as defined by AS 40.21.150) into the designated executive branch email archiving system, Symantec Enterprise Vault. "Executive employees" are "public officials" under AS 39.50.200(a) (9) or persons in a job classification that is identified in the Email Retention Policy; all other executive branch personnel are "non-executive employees." In ASCHR, the Executive Director, and the Investigation's Director are "executive employees"; all other ASCHR employees are "non-executive employees."

Executive employees' emails that are not deleted within 1 year after being sent or received will be automatically archived in a "permanent" retention folder. Non-executive employees' emails that are not archived within 1 year after being sent or received will be automatically deleted.

All employees must archive their record emails in accordance with the applicable records retention requirements; no employee may delete or allow the automatic deletion of record or non-record email that is subject to any preservation requirement (*e.g.*, under the Alaska Public Records Act or a legal hold). Archived email may be moved from any archive retention folder to any other retention folder; for retention purposes, the relevant date is the date the email was sent or received, not the date it was archived or moved from one retention folder to another; therefore, an email moved into a folder with a shorter retention schedule than the email's age (calculated from the sent or received date) will automatically expire.

When executive branch employees use email for state business, they must, whenever feasible, use the state's email system. If a personal email account is used, the email must also be sent to the employee's state email account. "Personal information" (as defined by AS 45.48.090(7) and AS 45.48.590(4)) must never be sent to or from an executive branch

employee’s personal email account or to or from a state employee who is not authorized to review it. “Personal information” includes an individual’s passport number; driver’s license number; state identification number; bank account number or credit, debit, or other payment card number, including any personal codes; financial account information; information from a financial application; or an individual’s (i) name *and* (ii) social security number, medical information, insurance policy number, employment information, or employment history.

Not complying with the email archiving policy may result in discipline including dismissal. Upon implementation of the email archiving system, all executive branch employees with state email accounts must be educated on the policy; and new employees’ accounts will not be activated until they receive that education.

More detailed guidance is found at the following link: ASCHR’s Record Retention Schedules:

<https://archives.alaska.gov/documents/rims/schedules/gov/01-13-1.pdf>

If you have questions regarding records retention, please contact Toyia Del Valle.

Information Management and Electronic Resources

Legislative History Research

1. Before giving legal advice, reviewing a regulation project, or drafting a brief, an attorney should review the legislative history of a statute.
2. Alaska courts recognize the value of legislative history in interpreting statutes. See *Alaska Nat’l Ins. Co. v. Nw. Cedar Structures, Inc.*, 153 P.3d 336, 339 (Alaska 2007).
3. There are three primary ways to research a statute’s legislative history:

Legislative Computer Resources – Through the Alaska State Legislature’s tracking system (BASIS), various versions of introduced bills and committee substitutes can be located and compared. Also, minutes of legislative committees are routinely posted. Letters of intent passed in committees or on the House or Senate floor can be located by researching the House and Senate journals posted. Finally, for bills

introduced at the Governor’s request, transmittal letters signed by the Governor are available. BASIS is located at www.legis.state.ak.us/basis.

Legislative Affairs Agency Reference Library – Originals of many legislative committee file records are deposited with the Legislative Affairs Agency’s Legislative Reference Library in Juneau. Typical materials located in the files are written testimony of witnesses, research memoranda of staff, sectional analyses of bills, and released legal opinions of the Legislative Affairs Agency’s legal counsel. The Legislative Reference Library can be reached at (907) 465-3808.

Westlaw Passwords

ASCHR subscribes to a large number of Westlaw databases. A pop-up screen will alert a user when they attempt to access a Westlaw database that is not included in ASCHR’s subscription. As an important cost control measure, if you wish to use a Westlaw database that is not included in the Commission’s subscription you must first obtain permission from the Executive Director. The Admin Officer will provide Westlaw passwords to all summer interns.

PACER

Upon request, office managers will provide PACER (“Public Access to Court Electronic Records”) passwords to any staff. PACER is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District, and Bankruptcy courts, and the U.S. Party/Case Index via the Internet.

Outlook

ASCHR uses Microsoft Outlook / [O365](#) for email communications. Training guides and answers to other frequently asked questions are available on the Shared S: Drive.

Intranet

The Commission has an internal intranet server that is accessible only from computers in the office through the S: Drive. The intranet has information that might be helpful to you during your internship including the employee directory, templates, forms and brochures which include Commission policy on many topics.

Timekeeping

Interns are not required to keep track of their time.

Anchorage Area Information

Notable State/Federal Buildings

Alaska Supreme Court – 303 K Street. This is where you will go to hear oral argument on any Supreme Court case. Oral arguments are also available online on Gavel Alaska: <https://www.ktoo.org/gavel/supreme-court/>.

There is also a law library in the room across the hall from Suite 204. If you need to check anything out of the law library for use in your internship, please speak to your supervisor.

Alaska Superior Court – 825 W. 4th Avenue

Office of Administrative Hearings – 550 W. 7th Avenue

Federal Courthouse – 222 W. 7th Avenue



Restaurants

All of these are walking distance from ASCHR's office.

1. Anchorage Museum—625 C St.— Probably the closest place to walk to from ASCHR. There are two options. Muse, which is an elegant sit down restaurant with Alaska grown produce and the Atrium Café, which has quick sandwiches and bites. The museum has seasonal hours make sure to check their website before heading out. anchagemuseum.org
2. Alaska Crepery— 319 5th Ave—It's more than just sweet desert crepes! Their savory crepes are amazing. Try a Turkish coffee, it's a blast to watch them make one!
3. Gumbo House—508 W. 6th Ave—Gumbo is what they do, but their whole Cajun menu is worth checking out.
4. Tent City Taphouse—343 W. 6th Ave—A fun little brewhouse with burgers and sandwiches.



These restaurants are a little further away but still doable for the adventurous walker.

5. Glacier Brewhouse—425 W. 5th Ave—Chop house style menu with beer brewed on site.
6. Urban Greens – 304 G Street – Outstanding salads and submarine sandwiches made with rolls baked daily.
7. Arctic Sushi – 401 I Street - sushi, beef and chicken boxes and other stuff.
8. Anchorage Pel'meni—434 K St.—Pel'menis are Russian dumplings filled with potato or meat— and they are delicious!

General Warnings About the Alaska Outdoors

This guide should give you ideas about the ways you can get out into the wilds of Alaska, but there are a number of things to remember as you explore: This page is not intended to scare you, but instead to help you enjoy the outdoors with a healthy dose of respect and preparation.

Moose

We share Anchorage and most of Alaska with the moose. You'll find them in the streets, on the trails, and in your yard. And while they appear cute and cuddly, they are not Bullwinkle. Keep your distance. They're massive animals that will charge if a person gets too close, especially if it has a calf in the area. And again, not to be scary, but on average more deaths result from moose encounters each year than from bear encounters. (At least, that's the legend.) Keep an eye out for moose near the trails when you're running or biking and if you see one, avoid it, or turn around and go the other way. No sudden movements.

Bears

Bears are always a concern, especially in the backcountry. Downtown Anchorage is generally bear-free – maybe a stray black bear will get lost and end up at the Park Strip, but that's really uncommon. In the areas to the east, like Bicentennial Park and Hillside, you'll find a few more bears. If you're living or playing in those areas, take general bear-safety precautions: go in groups, make noise, and be alert. You never want to startle a bear. Before going through bear territory, make sure you know how to handle an encounter and consider buying bear spray, which you should be able to get at Costco or any sporting goods store. Know the difference between a brown bear and a black bear and get some bear spray. Once you know what

Mudflats

Alaska has some pretty big tides, and that means big mudflats. You might be tempted to wander out onto the mudflats when the tide is out,

but don't. You'll get stuck in the mud, and then the tide will come back in, and that's just trouble. On a similar note, when you're kayaking, know your tides!

Glaciers

Glaciers are awesome. Definitely check them out, either by hiking up to them or by paddling out to them. But again, keep your distance. Water-facing glaciers can calve, sending enormous chunks of ice into the water. If you're too close, this will dump you out of your kayak. You can get a little closer to mountain glaciers, but don't climb around inside or underneath them. If you decide to travel across a glacier, watch for crevasses and moulins.

The Weather

It can get cold, even in the summer, so bring warm layers of synthetic fabrics or wool (*i.e.*, no cotton), along with some extra food and water.

The Vegetation

By late summer, Alaska is infamously brushy. Two plants to watch out for are Devil's Club and Cow Parsnip. You'll know the first by its spiny, irritating stalks. The second has huge leaves and clumps of white flowers. Its sap can cause a blistering rash when exposed to the sun, so avoid getting the sap on you, and wash it off if you do.



Activities in and Around Anchorage



The COVID pandemic may affect any of the following recommendations. Please check for the current status before you go, and follow all state and local rules and regulations.

Activity Calendar

General information – The Anchorage Daily News has a listing of events in and near town at <https://www.adn.com/calendar/>

June

- Alaska Run for Women – June 10, 2023 – www.akrffw.org
- Mayor’s Midnight Sun Marathon and Half-Marathon – June 17, 2023 – www.mayorsmarathon.com
- Annual Highland Games – June 24-25, 2023 – www.alaskascottish.org

July

- Girdwood Forest Fair – July 1-2, 2023 (tentative) – www.girdwoodforestfair.com
- Anchorage July 4th Celebration starting at 8:00a.m. – <https://www.anchorage.net/events/annual-events/july-4th-celebration/>
- July 4 weekend in Seward, which includes the famous Mount Marathon race – www.seward.com
- Bear Paw Festival in Eagle River – July 10-16, 2023 (tentative) – <http://www.bearpawfestival.org/>
- World Eskimo-Indian Olympics in Fairbanks – July 13-16, 2022 – www.weio.org

Fitness Centers in Anchorage

Anchorage has many fitness centers including yoga, cycling, rock climbing and gyms with fitness classes.

Yoga

- Anchorage Yoga—701 W 36th Ave.
- The Yoga Collective—4th and I St.
- Spirit Path Yoga and Wellness—505 W Northern Lights Blvd.

Spin Cycling

- /vib/ cycle—160 W 91st Ave.
- Orangetheory Fitness—345 W 104th Ave.

Gyms

- Alaska Club—various locations through out Anchorage.
- YMCA Anchorage—Dimond Mall and Lake Otis
- Planet Fitness— Various locations through out Anchorage.

Other Fun Fitness Centers

- Pure Barre—3700 Old Seward Hwy
- Alaska Rock Gym—665 E 33rd Ave
- Studio One Pilates— 4007 Old Seward Hwy



Hiking and Backpacking

Miscellaneous resources:

- Look for the books “50 Chugach Hikes” and “55 Ways to the Wilderness in Southcentral Alaska.”
- www.alaskahikeseearch.com
- Has a great description of trails by distance, difficulty, location, etc., and has pictures and hiker-submitted updates (*i.e.*, about flooded areas, closed bridges, etc.).
- aktrailhead.com - Yet another Alaska hiking website.
- For less known and more committing peaks, check out <https://www.summitpost.org/> and
- You can print out USGS maps of particular areas at REI, and the best maps for the mountains around Anchorage are:
 - “Anchorage & Vicinity” Road and Recreation Map, published by Todd Communications and “Chugach State Park Anchorage” Trails Illustrated Map by National Geographic.
- “Alaska Outdoors” Monday/Thursday hiking group www.alaska-outdoors.org.
- “Anchorage Adventurers” group on www.meetup.com.
- “All Things Alaska” group on Facebook.

Sample Day Hikes



The Coastal Trail

Maybe not a real “hike”, but a darn pretty way to spend the day. The Coastal Trail is a paved multi-use trail that goes along the water from downtown all the way to Kincaid Park, about 12 miles.

And there is wildlife on the trail!



Kincaid Park

Kincaid has a bunch of different trails.

There are moose everywhere in Kincaid. You can also take a trail down to the beach. It is very pretty especially late in the day. You can even make a fire down there or picnic or whatever if you carry down the necessary items.



Flattop

<http://www.alaskahikesearch.com/hikes/flat-top>

Great after work hike from the Glen Alps trailhead. A very popular, heavily used trail. You can get a shuttle to and from the trailhead from downtown Anchorage.



Little O'Malley

Another great after work hike from the Glen Alps trailhead. This is the start of the O'Malley hike, which is much more strenuous (with steep scree).



Powerline Pass

www.alaskahikesearch.com/hikes/powerline-pass

Wide, gentle trail. Links up to a lot of other hikes. Awesome for mountain biking too. Accessible from Glen Alps or Prospect Heights trailheads.



Wolverine Peak

www.alaskahikesearch.com/hikes/wolverine-peak

A 5000 foot climb that gives an amazing view of Anchorage with very little mountain scramble. A great way to get into the mountains and up the climbing ante.



Arctic Valley

www.arcticvalley.org

Located within Chugach State Park, 10 miles north-east of downtown Anchorage.

Ski area in the winter. In the summer, Arctic Valley has many hiking trails from easy to hard. Has cool WWII missile sites.

Bird Ridge

<http://www.alaskahikeseach.com/hikes/bird-ridge>

Excellent hike! Very steep, but the effort is rewarded by amazing views of Turnagain Arm the entire way.



McHugh Trailhead

www.alaskahikeseach.com/hikes/mchugh-trail-rabbit-lake.htm



Crow Pass

www.alaskahikeseach.com/hikes/crow-pass

25 mile hike extending from Girdwood to Eagle River or vice versa. Can be done as a long day hike (or run), or an overnight. Raven Glacier is a great day hike from the Girdwood side (where these pictures were taken).

Sample Overnight Hikes

Crow Pass

www.alaskahikesearch.com/hikes/crow-pass

If you want to do his trail as an overnight, there are great camping spots along the way. Have somebody pick you up at the end, or leave a car there.



Johnson Pass

www.alaskahikesearch.com/hikes/johnson-pass

A gentle, 23 mile trail that makes for a good overnight hike. As with Crow Pass, you'll need to find a way to get a ride back to the beginning.

Also a great trail for mountain biking, but not for beginners. Be careful of cow parsnip on this trail. Ride it before it gets too overgrown (*i.e.* before August).



Williwaw Lakes

www.alaskahikesearch.com/hikes/williwaw-lakes

Close to town. Hike in and camp at Williwaw Lakes, then explore the area and climb some of the surrounding peaks.

Resurrection Pass

www.alaskahikesearch.com/hikes/resurrection-pass

Near Hope. There are public use cabins along the way that you can reserve online.

Other Activities

Biking

There are numerous paved and unpaved biking trails in and around Anchorage. You can get biking maps from either REI or the Municipality of Anchorage website, www.muni.org.

Downtown - Rent/borrow bikes and ride down the Coastal Trail or the Chester Creek Trail. The Coastal Trail runs along the coast about 12 miles to Kincaid Park. It is very pretty and rather flat. Frequent moose sightings. You can also hook up with the Campbell Creek trail and do a big loop around town, called the Moose Loop, almost entirely on paved bike trails: <https://anchorageparkfoundation.org/moose-loop-trail/>

Kincaid and Hillside are great spots for mountain biking in town, as are the trails in Bicentennial and the front range, like Powerline Pass. The Kenai provides world-class mountain biking on the Lost Lake, Resurrection Pass, and other trails.

For events, trail work, and trail maps, check out:

- Arctic Bicycle Club: <https://arcticbicycleclub.org/>
- Singletrack Advocates: <http://www.singletrackadvocates.org/>
- MTP Project: <https://www.mtbproject.com/>
- Trail Forks: <https://www.trailforks.com/>

The Trek Store provides sales, service, and bike rentals: <https://trekstorealaska.com/>



Fishing

You need a permit or the fish police will get you! You can get one online or you can go to Walmart, Fred Meyer, or Carrs (at the customer service desk): www.admin.adfg.state.ak.us/license/license_home.html.

Right downtown you can fish for salmon out of Ship Creek. This can be a crazy scene. Ship Creek is in the middle of downtown and fishing there is sometimes called “combat fishing” because people are standing so close to each other and jockeying for position.

There are so many places to fish it’s hard to know where to start. Ask one of the ASCHR contacts for good ideas!

You can also go on a fishing charter out of Seward and Homer to catch halibut, salmon, and other kinds of fish. Also, ask an ASCHR contact about Ninilchik.



Alaska Marine Highway System

The ferries of the Alaska Marine Highway make up a large part of Alaska's highway system, covering 3,500 miles of coastline providing service to over 30 communities that stretch from Bellingham, WA to Dutch Harbor in the Aleutian Chain. Although the ferry system is more of a time investment than travelling by car, you can see communities and sights you wouldn't normally see by driving alone. A trip from Homer to Seldovia can be done in as little as 1 hour!



Routes of the Alaska Marine Highway System.

The Alaska Railroad

The Alaska Railroad is a fun (albeit pricey) way to visit places. It goes south to Seward on a very scenic ride and it goes north to Denali and Fairbanks. It also has a "Whistle Stop" program that takes you to more remote areas and provides activities, or you can just hike. www.alaskarailroad.com/travel-planning





Public Use Cabins

Alaska has a huge number of public use cabins located in both state and federal parks. Many of these are booked a long time in advance, but they are worth checking out.

<http://dnr.alaska.gov/parks/aspcabins/>

www.recreation.gov/ - Federal cabins

Dale Clemmens Cabin down by Seward (and the view from the Cabin).



Kayaking

See Eklutna, Seward and Whittier below.

Rafting

See Cooper Landing, Hope and Denali below.



Theatre/Museums/Zoos

- **Alaska Native Heritage Center**
www.alaskanative.net. ANHC is a living cultural center that promotes active observance of Alaska Native culture and traditions.
- **Anchorage Museum**
www.anchagemuseum.org
 The museum is well worth visiting for its Alaska Native, Art of the North, and other exhibitions. For tickets to both ANHC and the museum, go to: <http://www.alaskaculturepass.org/>
- **The Botanical Gardens**
<https://www.alaskabg.org/>
- **The Alaska Zoo**
www.alaskazoo.org
- **The Alaska Performing Arts Center**
www.alaskapac.org

Activity Contacts

This is a list of people who are available for you to talk to about different activities. Please feel free to stop by their offices and ask questions.

Biking – Helen Hickmon

Camping/backpacking – Helen Hickmon, Robert Corbisier

Fishing – Jocelyn Thammavongsa, Toyia Del Valle

Hiking – Helen Hickmon

4 Wheeling/Off-roading – Robert Corbisier

Public Use Cabins – Helen Hickmon

Shooting – Robert Corbisier

Flying – Stephanie Guerrero

Wildlife cruises – Stephanie Guerrero

Yoga & Barre – Helen Hickmon, Stephanie Guerrero

There are many great activities to enjoy in Alaska during your internship with ASCHR.

If you have any questions regarding fun things to do, please reach out to any staff.



Getting Out of Anchorage

One thing to know about Anchorage...there is one road in/out to the north...and one road in/out to the south. It's just that simple. Drives in either direction are beautiful, but to the south it can be stunning.

Just drive down the Seward Highway and take pictures. It's almost always pretty, even when it's raining. There are turnouts and beautiful overlooks across the water to mountains.



Destinations (in alphabetical order)

Cooper Landing

www.cooperlandingchamber.com

Cooper Landing is approximately 100 miles south of Anchorage. It is the launching point for floats down the Kenai River, which are very scenic. Most times you can also float through the combat fishing taking place on the Russian River. There are also hikes originating in and around Cooper Landing.

Cordova

www.cordovachamber.com

Cordova is a fishing town and is a great place to visit. It has a fun little downtown. You can do lots in Cordova, including biking, hiking and, if you take your car, you can visit Childs Glacier and the million dollar bridge. There are great camping places.

You can't drive to Cordova – there are no roads in. You can get there by the ferry system, though (you can leave out of Whittier). Alaska has a marine highway system, ferries go to many different cities. You can walk onto the ferry, or take your bike, or take a kayak, or drive your car. Take the fast ferry, you'll stop briefly in Valdez on the way.

To get the schedule for ferries, look here: www.dot.state.ak.us/amhs/index.shtml.



Right off/in downtown Cordova is the small boat harbor where you can watch fishing boats come and go.

Childs Glacier and the Million Dollar Bridge are great destinations. You need a car, and you'll be driving for a while on a rough road, but the payoff is the views!



Denali National Park

www.nps.gov/dena

The park has a great visitor center. You can park there and get lots of information. Generally, you are permitted to drive into Denali 16 miles to Savage River. There is a little bit of hiking at this point. To get real access to the park, you have to take one of these great green buses! You can get on and off the buses when you want. Both the guidebooks and the visitor center have lots of information.



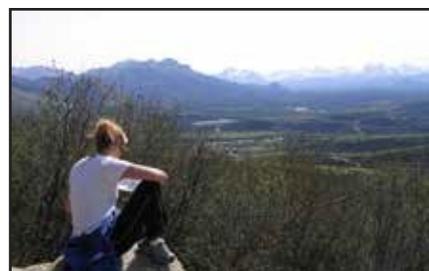
Hiking – there are great hikes inside the park, not really “established” trails, more like wide open places you can roam. You can pretty much get off the busses and go where you want. But it is very important to understand how easy it is to get turned around in the park when you are hiking. Once you get a little way from the road, it can be very difficult to see. You should carry a GPS and a map. People regularly have to get



rescued by emergency services... you do NOT want to be one of these people!



There are also some day hikes that leave from the visitor center area, Mt. Healy trail for example:



Rafting – there are some great rafting trips down the Nenana River in Denali.

Biking – The biking is really only good in the spring and fall, otherwise the busses are the way to go. Of course... going early or late in the season tests you against the



Eagle River

Eagle River, which is part of the Municipality of Anchorage, is about 15 minutes north of downtown.

Eagle River Nature Center – Amazing mountain views, rising from sea level. Has walks and hikes for all skill levels. There are yurts to rent for overnight adventures. www.ernc.org

Eagle River Campground – <http://dnr.alaska.gov/parks/aspunits/chugach/eaglerivercamp.htm>

Mt. Baldy – <http://alaskahikesearch.com/hikes/mt-baldy/>



Harp Mountain (South Fork of Eagle River, accessible from Hiland Road).

Eklutna



Camping – <http://dnr.alaska.gov/parks/aspunits/chugach/eklutnalcamp.htm>

Thunderbird Falls – Hiking, pretty waterfalls. Don't leave valuables in your car.

Kayaking - You can rent kayaks here and just drop them into the lake.

Hiking – There is a trail along the lake and you can hike up the mountains from this trail. Also see www.alaskahikesearch.com/hikes/eklutna-lake

Biking – There is a 12 mile (24 mile round trip) ride along the lake.

Public use cabins – They are usually booked early, but worth looking on the website!

Fairbanks

www.explorefairbanks.com/visitor-information-centers

The Alaska Public Lands Information Centers website has a lot of useful information about activities in and around the Fairbanks area, as well as links to other sites with additional information: www.alaskacenters.gov/visitor-centers/Fairbanks On this website you can also find brochures about berry picking, fishing, hiking, mountain biking and more.

Parks and Recreation Areas – There are a number of State and National Parks and Recreation Areas around Fairbanks that offer hiking, camping, fishing, and boating opportunities. (www.nps.gov/state/ak/index.htm).

Chena Hot Springs – Chena, east of Fairbanks, is the most well known and developed hot springs in Alaska. In the summer it is possible to camp or rent a yurt in addition to the year-round option of staying in the resort. www.chenahotsprings.com

Flightseeing – From Fairbanks there are flightseeing options to Denali as well as north to the Arctic Circle. Some companies are: Northern Alaska Tour Company, Trans Arctic Circle Treks, Larry’s Flying Service, and for a truly unique experience Midnight Sun Balloon Tours!

Morris Thompson Cultural & Visitor’s Center

www.morrithompsoncenter.org

Museum of the North – On the University of Fairbanks campus, this museum has an extensive collection of Alaskan art and artifacts. The museum also plays host to various events.

www.uaf.edu/museum



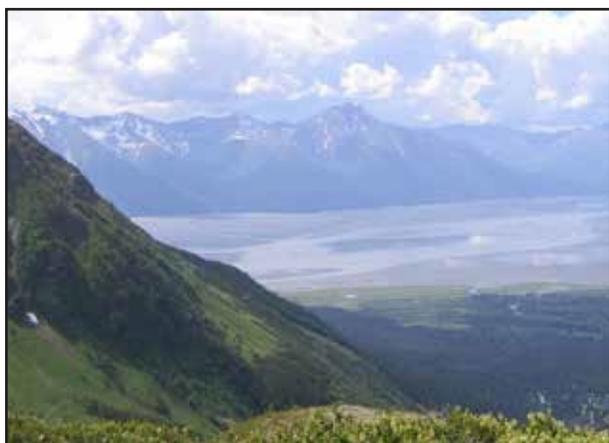
Pioneer Park – Described as “Alaska’s Only Historic Theme Park” Pioneer Park is owned and operated by the Fairbanks North Star Borough (Alaska’s answer to counties), there are museums, gift shops, gear rental shops, and various activities to be found in Pioneer Park. Park: <https://www.fnsb.gov/462/Pioneer-Park>

Railroad – The railroad runs from Fairbanks in the north, down through Denali, Talkeetna and Anchorage to end in Seward. This is a popular way for tourists to see Alaska. www.alaskarailroad.com

University of Alaska Fairbanks – One of three main University of Alaska campuses in the state, you can sign up for summer classes at the University, attend lectures and concerts, or simply make use of the extensive trail system on campus. www.uaf.edu

Girdwood

<https://www.visitgirdwood.com/>



Alyeska tram – during summer you can take the ski tram up the mountain and hike around.

There is also a restaurant at the top of the mountain.

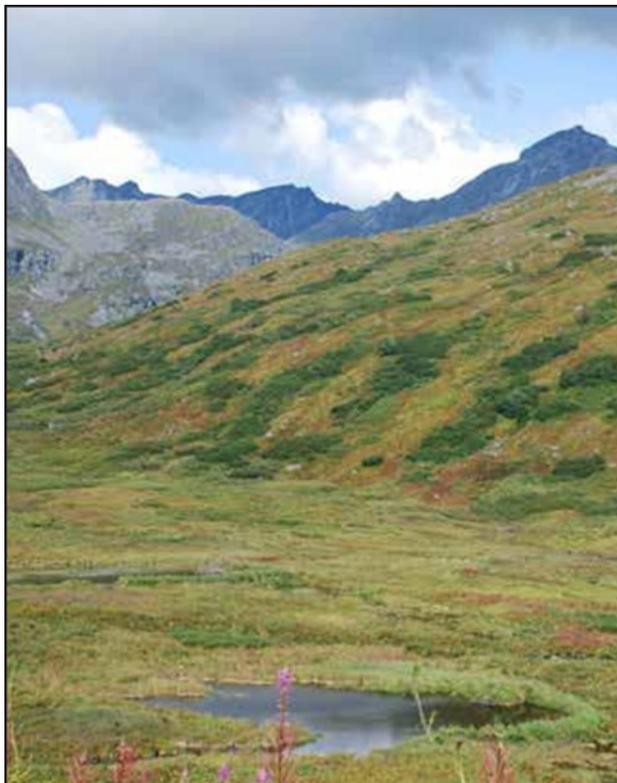
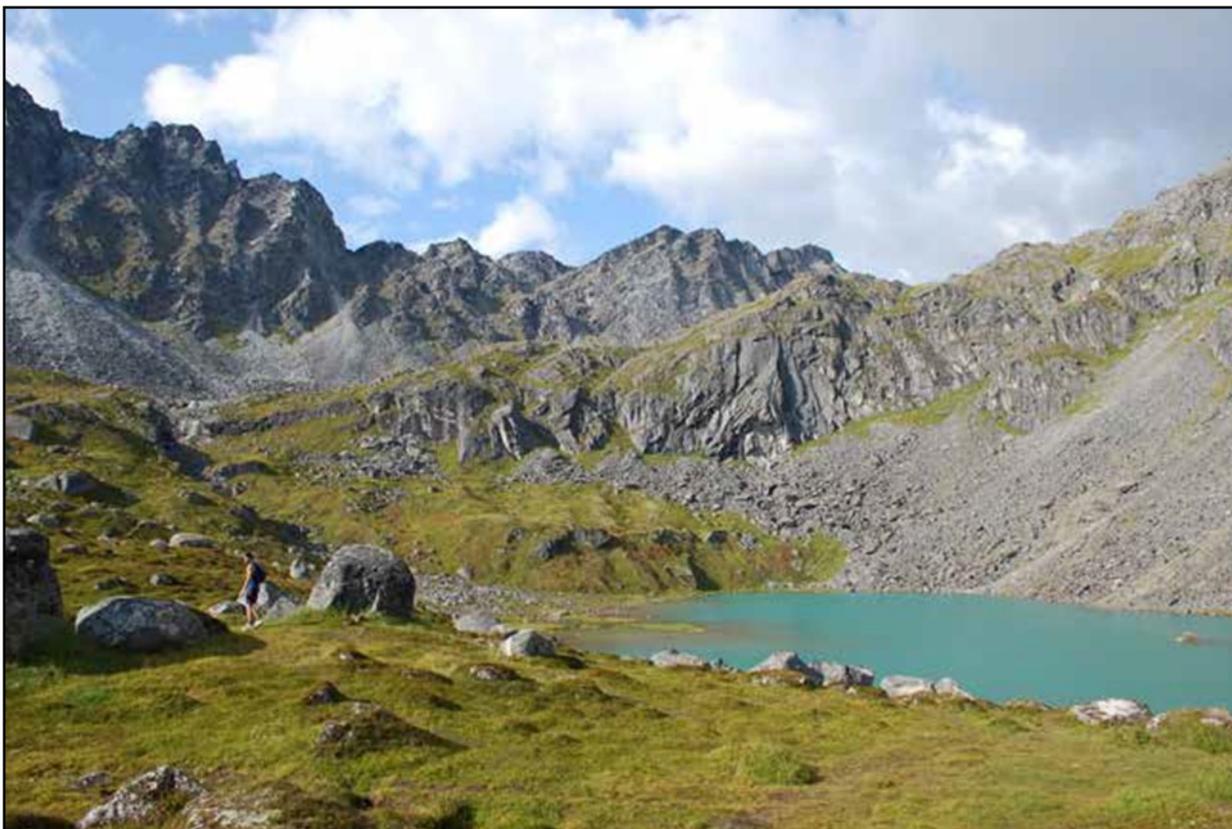
Cabins – Girdwood has tons of cabin rentals. There are services that will point you to the rental you might want. Fun to do for a weekend with a bunch of people.

Hiking trails – For example, Winner Creek trail is stunning and you (may) get to use a hand tram to cross the creek! See also Crow Pass hike above.



Hatcher Pass

Hatcher Pass is 1 ½ hour drive from Anchorage. It traverses Palmer/Wasilla to Willow. Hatcher Pass has great hiking. The Reed Lakes Trail is highly recommended. The Bomber Glacier is an awesome but rugged hike. There are also cabins for rent in the area and old mining areas you can explore.



Homer

www.cityofhomer-ak.gov

www.homeralaska.org

Homer is 5-6 hours south of Anchorage and has a lot of things to do:

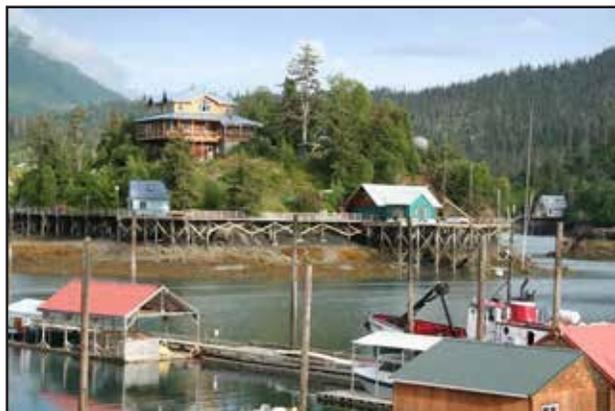
Camping – There is camping on “the spit” of Homer, right by the water.

Kayaking – you can rent kayaks and paddle across the bay to some great locations. You can also take a water taxi (Mako’s or Homer water taxi) across Kachemak Bay. There are cabins, yurts, glaciers, and coves to explore.

Fishing – There are a lot of fishing charters out of Homer.

Halibut Cove – www.halibutcove.com. You can take a water taxi or a boat called the “Danny J” to

Halibut Cove and have dinner and hike around. The houses are on stilts and it is very picturesque.



Hiking – Take a water taxi across Kachemak Bay (use Mako’s water taxi or Homer water taxi, they rent kayaks too). Grace Ridge is recommended, and there are other, flatter hikes.

Shopping – Don’t laugh...there are cute shops on the spit and it’s just fun to walk up and down. It’s like a boardwalk...

Bear viewing – there are charters that will take you across the water to Katmai National Park where you can get up close and personal with some grizzly (brown) bears.



Hope

Hope is a funky little town that’s right across Turnagain Arm from Anchorage (but you have to drive around the long way!) There are a few (very few) stores, cabins and campgrounds. There are nice hikes from the campground, and you can walk along the beach. There are fishing and rafting opportunities in Hope too!



Juneau

Festivals and Holidays

Juneau Jazz and Classics is known for their music festivals and music education and outreach. In early summer, the organization hosts a multi-day music festival with events every day, including some free brown-bag lunch a whale watching “Blues Cruise”, and many other fun activities.

More info at www.jazzandclassics.org.

Juneau celebrates Pride in June of each year with many events ranging from dances to movie nights, virtual events, bar socials, karaoke contests, kickball, and barbecues. For more information visit www.seagla.org.

Juneau has a very vibrant arts and culture scene and there are usually a few plays going on at the same time. For information on live performances, check out:

- www.theateralaska.org
- www.ptalaska.org
- www.juneaughostlight.com
- www.theatreintherough.org

The Southeast Alaska Fair is a fun, eclectic event held in Haines, Alaska. The dates this year are July 28-31, 2022. There’s a full slate of musical acts and other entertainment, some rides and other country fair events. To get more info, see www.seakfair.org.

The Golden North Salmon Derby is a 3-day weekend event in which people buy a ticket to compete, and bring their daily catch to designated collection and weigh-in sites. There are dozens of cash and other prizes for the largest fish. Proceeds from the collected fish support a college scholarship program. More info for the derby, held this year on August 13-15, 2021, is online at www.

Helpful Calendars of Events and Activities

- www.traveljuneau.com
- www.ktoo.org – scroll down to find the Community Calendar links
- www.juneau.com
- www.jahc.org



Hiking

Juneau has a wealth of hiking trails and opportunities range from short, level walks to longer, more difficult hikes. A great source for information on trails and hikes, including length, vertical distance, history, location, and more, is the booklet “90 Plus Short Walks Around Juneau,” by Mary Lou King. A short list of some of the most popular options is below.

Simple Walks

Basin Road – Perseverance Basin is above downtown Juneau – take Gold Street uphill; continue on Basin Road past old miners’ cabins and over an old wooden bridge. Choices include walking on the Flume on the opposite side of the canyon, above Gold Creek, or going to the end of Basin Road, where you’ll find the Juneau Mining Museum and connect to the trailhead for Perseverance and Granite Creek Trails.

Mendenhall River – Just past Brotherhood Bridge at about Mile 10 Glacier Highway is a parking lot for the river trailhead. You can bike, ride a horse, or walk along the Mendenhall River trail most of the way to the Back Loop Road - it is easy to continue by road to bike paths that go all the way to the Mendenhall Glacier.

Auke Lake – At Mile 11.3 of Glacier Highway, there is a small parking pullout. Besides taking you through woods, the trail crosses over two floating sections on the lake, with seating and beautiful views. The trail ends on the Back Loop Road, but if you didn’t want to return the way you came, you could take a longer loop along the road around the far side of Auke Lake and through the University of Alaska Southeast campus.

Palmer

Palmer is approximately 45 minutes north of Anchorage. Basically you get on the only road going north...which is the Glenn Highway, and head to Palmer (watch for a split in the highway – you'll have a choice of either Parks Highway to Wasilla or the Glenn to Palmer).

Palmer Musk Ox Farm

This is a fun activity. You get a walking tour of the musk ox farm (you don't get to walk amongst them, like you can with the reindeer below...because they will kill you if they decide to!). Very good museum with displays about musk ox history and anatomy. www.muskoxfarm.org



Reindeer Farm

OK, maybe a little corny...but you get to walk around in the reindeer pen and feed them pellet food. They come up to you and bump into you. You also get an educational talk on how incredibly cool reindeer/caribou are. www.reindeerfarm.com



Portage

Alaska Wildlife Conservation Center This is an animal rehabilitation center. It takes injured or orphaned animals and rehabilitates them. Their goal is to release into the wild, but if they can't be released into the wild, they remain at the center. You can get up close to lots of animals, including brown and black bears. www.alaskawildlife.org

Camping

Portage Glacier <https://www.fs.usda.gov/recrea/chugach/recrea/?recid=71943>



Seldovia

www.seldovia.com

Seldovia can be reached via water taxi ride from Homer. It is a quaint artistic community with houses on stilts. Another great kayaking place.

Seward

www.seward.com

Seward is a cute town approximately 2.5 hours south of Anchorage. It gets some cruise ship visits, but not nearly as much as Whittier and Juneau.

Camping

There is a great camping area right by the water in downtown Seward. There is one part that is RV parking, but another part that is tent camping. You wake up looking over the water at mountains. It is quite pretty. Another great camping spot is Caines Head. See below. You can hike here, or kayak here. You can also camp



Hiking

Caines Head – ONLY HIKE AT LOW TIDE! The tide comes up and you can't get back. You can get a free tide book in Seward. <https://alaskahikeseach.com/hikes/caines-head-trail/>

Lost Lake – awesome hike. About 13 miles one way (or you can hike up to the lake and return the same way – about 7 miles to the lake from either direction). Going from north to south, start at Primrose Trail at about mile 17 on the Seward Highway. Then you get stunning views of Resurrection Bay on your way down into Seward. Will need to hitch a ride back to the trailhead (about 12 miles on the highway) or drop a car before you hike. To drop a car, turn onto Scott's Way at about mile 5 and follow signs to parking area. Fantastic camping at the lake. <https://alaskahikeseach.com/hikes/lost-lake/>

Mount Marathon Race - a very challenging, dangerous and steep race up Mount Marathon takes place annually on July 4th. Thousands of participants enter each year. This event makes Seward a prime location to celebrate Independence Day in a big way! Find more information at mmr.seward.com





Kayaking

You can rent boats in Seward. You can push off from the shore and paddle around heading for Caines Head.

Or you can head across the bay into a couple of coves, including Thumb Cove and Kayaker's Cove.

You can also pick up water taxis to take you to destinations farther off and use a water taxi. One great location is Aialik Bay.



Tour Boats to Glaciers and for Wildlife

Tons of tour boats take off from Seward. They have all sorts of wildlife and glacier cruises. You almost always see tons of animals.

Sealife Center

This is a great center/aquarium. They have displays with information like a museum, but they also have mammal and bird displays. This center actually rehabilitates injured and orphaned animals to be returned to the wild. You can do fun behind the scenes tours here too. www.alaskasealife.org

Exit Glacier

A glacier you can just walk right up to. There are signs that tell you where the glacier was located at various points in the past, showing you how fast it is receding. There are also hikes that take you up to the Harding Ice Field. [https:// www.nps.gov/kefj/planyourvisit/exit-glacier-area.htm](https://www.nps.gov/kefj/planyourvisit/exit-glacier-area.htm)

Dog Sled Kennels

There is at least one dog sled kennel on the way into Seward (same road as Exit Glacier). www.ididaride.com This group offers tours of the dog kennel (the owner is an Iditarod racer), information about dog racing, and a



ride on a cart that is pulled by the dogs over a dirt path. This kennel is owned by the Seavey family – they have a long history of running the Iditarod...you can pet and hold Iditarod puppies!

Fishing Charters

Seward has lots of them.

Fishing

Seward can have some combat fishing!



Talkeetna

www.talkeetnachamber.org

Talkeetna is a funky little town north of Anchorage. It is about 1.5 hours north off of the Parks Highway (on your way to Denali National Park). It has a bluegrass festival in August. Many air taxi places will take you on flightseeing trips, including over the top of Denali. Awesome views of Denali.

Valdez

www.ci.valdez.ak.us

Valdez is a fun city to visit. It has museums that have great information on the 1964 earthquake, which wiped out the city of Valdez. Valdez was subsequently rebuilt in a different area. You can rent kayaks in Valdez, and there are wildlife/glacier cruises out of Valdez that are quite good. You can drive to Valdez from Anchorage. It is approximately a 6-7 hour drive. The scenery between Anchorage and Valdez is beautiful. You can also get to Valdez on the ferry (you can leave out of Whittier).



Whittier

Whittier is quite a little trip. It is about 90 minutes south of Anchorage. To get to Whittier, you need to go through a one car tunnel that runs through the mountain. The tunnel works by letting cars go one way at the top of the hour; in the opposite way at the bottom of the hour. If you need to be in Whittier at a certain time, make sure that you check the schedule online. <http://www.dot.state.ak.us/creg/whittiertunnel/schedule.shtml>. Land is at a premium in Whittier. One of the first things you'll notice when you enter the city is that almost the entire city lives inside a multistory apartment building. Different stores and municipal offices are located on the bottom floors of this apartment building and residents live in the upper floors. Whittier is also the launching point for the ferry that can take you to both Valdez and Cordova.



Kayaking

Some of the best kayaking in Alaska is out of Whittier. Water taxis will take you from the port of Whittier out into Prince William Sound to a number of different destinations.

Tour Boats for Glaciers, Wildlife and Fishing

They can take you out into Prince William Sound for a wide variety of activities. You can go on a “26 glacier tour” or you can charter a smaller boat with a group of people and go to specific areas of the Sound.





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www.humanrights.alaska.gov

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